

Fact Sheet for Military Personnel Attending Training at Fort Leonard Wood, MO

1. The Army is in the process of changing how funds are distributed to the field to support Soldiers attendance to institutional training in a temporary duty or active duty training status. Listed below are some important facts regarding the initiative and the changes that affect you.

- Includes all Army military components and ranks.
- Does not alter or stop your Basic Allowance for Subsistence.
- Students are no longer required to call and make lodging reservations.
- Students are directed to subsist at installation dining facilities.

2. Students will no longer be required to pay for lodging (on-post or off-post). Cost of your stay will be centrally funded by the Army. Fort Leonard Wood will secure all off-post government contracted rooms when on-post lodging is not available. Assignment to government quarters is the responsibility of the installation.

3. Soldiers attending training in a TDY/ADT status will be directed to subsist at installation dining facilities weekdays at no cost to the Soldier with full meal per diem on weekends and Federal holidays.

4. Government transportation is not available. Sending commands are encouraged to authorize a compact rental car for those that must fly. Reimbursement is limited to actual cost incurred to include gas and oil, as required, for official business. Soldiers are directed to keep itemized receipts for reimbursement. If the rental car authorization applies to your travel situation, make sure your order authorizes. Authorization upfront makes seeking reimbursement for incurred expenses easier. In and around mileage may be authorized by the order issuing official as follows:

- 15 miles, per day if assigned on-post.
- 20 miles, per day if assigned off-post

INFORMATION PAPER

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SUBJECT: MTSS Procedures at FLW

1. Purpose: To provide soldiers information regarding meals, lodging and selected transportation (if applicable) under Military Training Service Support (MTSS).

2. Facts.

a. Effective 1 Dec 2006 MTSS was implemented at Fort Leonard and affects the lodging, meals, and transportation at Fort Leonard Wood for Soldiers attending institutional training for less than 20 weeks on temporary duty (TDY)/Active Duty Training (ADT) orders with classes that report on or after the implementation date:

MTSS COVERS

- US Army Active Component (AC) Soldiers
- US Army Reserve (USAR) Soldiers
- Army National Guard (ARNG) Soldiers

MTSS Does NOT Cover

- Air Force
- Marine Corps
- Navy
- Soldiers assigned to Ft Leonard Wood

b. Lodging Procedures: All Army resident service school students in a TDY/ADT status must report to Building 470, Suite 1201 for a room assignment with the exception of the following:

(1). Sapper Leader Course students will report to Bldg 6020 NLT 1600 on report date for in-processing and assignment to barracks if needed the sapper leader course students will be moved into lodging for the last night prior to release from the course.

(2). MOS Transition Course students, to include ASI B6 and ASI H7, will report to the Soldiers Support Center, Student Trainee Division, Bldg 470, Room 2109 for in processing and assignment to barracks.

(3). Fort Leonard Wood will provide housing (barracks or lodging) from report date through graduation date for United States Army Reserve, The Army School System (TASS) Battalion (BN) students and administrative staff. Instructors and staff will be billeted separately from students. Student lodging/barracks will be coordinated through the Directorate of Plans, Training and Mobilization (DPTM), Mobilization and Reserve Affairs Division, 573-596-5816 (DSN 581). Administrative staff and CADRE must contact the Fort Leonard Wood Lodging Office at 1-800-677-8356 or 573-596-0665 (DSN 581) for lodging arrangements.

c. Dining Procedures: All Army resident service school students in a TDY/ADT will be issued a meal card during in processing by their unit:

(1) Fort Leonard Wood will feed from class start date to class end date except for Active Component Basic Officer Leader Course (AC BOLC) Immediate Active Duty students. Active Component BOLC students will be fed starting the day after they arrive through class end date. All other early arrivals will be either in a per diem or leave status based on their applicable travel orders.

(2) Installation dining facilities will provide meals to MOS- Transition, ASI courses, Warrior Leader Course, Drill Sergeant Course and BNCOC students and USAR TASS Battalion students to include administrative support staff, 7 days per week. Dining facilities will serve breakfast, lunch and dinner Monday through Sunday.

(3) Installation dining facilities will provide meals to all other Army resident service students, 5 days per week. Installation dining facilities will offer breakfast, lunch and dinner meals.

(4) Specific feeding times will be coordinated with Directorate of Logistics and a primary point of contact from each school.

d. Transportation

(1) In and around mileage may be authorized by each soldier's order-issuing official as follows:

(a) 15 miles per day, if assigned on-post lodging

(b) 20 miles, per day, if assigned off-post lodging (exceptions would be if housed out of the immediate local area)

(2) On-post shuttle bus or taxi service is available to resident service school students and MOS Transition students. To support air travelers, the order-issuing official (sending command) may authorize taxi or rental cars from the airport to the installation.

(3) The bus service contracted and funded by the USAR will be maintained to meet USAR TASS BN lodging, meals, and class requirements. These students will not be authorized any in and around mileage or rental cars. USAR TASS BN Soldiers are provided government transportation from the airport.

e. Period covered: MTSS will cover the student from one day before class start to one day after class completion or release date.

f. Follow on training: Follow on training must start within 14 days of the completion of the previous training for it to be covered by MTSS. If the follow on course does not start within 14 days, then the student is only covered until the day following completion of the previous course.

3. Questions or concerns can be directed to the following points of contact as applicable:

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| a. United States Army Engineer School: | 573-563-7120 |
| b. United States Army Military Police School | 573-563-6130 |
| c. United States Army Chemical School | 573-596-7202 |
| d. United States Army Noncommissioned Officer Academy | 573-563-5067 |